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17 April 1970

MEMORANDUM FOR: Director of Training

SUBJECT : Support School Weekly Report
13 - 17 April 1970

A. MANAGEMENT TRAINING

1. GENERAL

a. On Monday, 13 April, [REDACTED] brought [REDACTED] of the Defense Intelligence School to discuss with members of the MTF a proposed Defense Intelligence Management Course. Captain [REDACTED] has been charged with the responsibility to design a management course of 4 to 6 weeks duration as part of the total training program at DIS and wished to consult with us on what has been developed so far. We described how we are providing management training in the Agency and agreed to give him our comments on the written draft of the proposed 6 weeks' DIS course.

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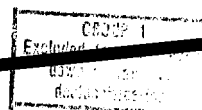
b. [REDACTED] attended an Organizational Development Network meeting on 15 April. It was held at AID and the principal speaker was Warner Burke, the person in National Training Laboratories responsible for OD. This is the third meeting of this Network we have observed.

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2. MEDC

a. The DDCI and the DCI have accepted invitations to speak at the opening and closing sessions of Midcareer Executive Development Course No. 24, on 29 April and 12 June respectively.

b. The Clandestine Service segment of Phase II of MEDC no. 24 has been coordinated with Tom Karamessines, [REDACTED]

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[REDACTED] will speak at the opening session and the final speaker will be Karamessines.

c. Phone calls have been made to our contacts at NASA, NORAD, and SAC to set up the Field Trip for MEDC no. 24. We hope to visit Cape Kennedy, NORAD Headquarters, Colorado Springs, and the 90th Missile Wing at Warren AFB, Wyoming.

3. SDS(PS)

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We have been notified by [REDACTED] of the O/DDS that Mr. Bannerman has approved a new series of topics for consideration by the Support Directorate Seminar (Problem Solving). The first group is to meet on 21 June, probably at [REDACTED]. The topic chosen for this Seminar was submitted by OTR.

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4. SMS(P)

a. As of close of business 15 April 1970, the registration deadline for the 10 - 15 May running of the Senior Management Seminar (Planning), we had a total of only 21 students enrolled. This represents a number considerably under the ideal minimum of 32.

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b. We have notified [REDACTED] of this shortfall and are awaiting instructions regarding possible cancellation of the course.

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B. ADMINISTRATIVE TRAINING

1. GENERAL

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- a. [REDACTED] newly assigned to DC/SUS-AT office, is attending the current running of Administrative Procedures. As a student she will gain appreciation of course substance and as our training assistant she will gain appreciation of course administration.

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- b. [REDACTED] of SUS-AT is in Florida this week house hunting and orienting himself to his upcoming assignment in Miami. With his imminent departure from SUS-AT a consideration of possible replacements is underway between Support School and the Office of Finance.

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- c. [REDACTED] Chief, Audit Staff, called [REDACTED] concerning training for auditors in information science courses as essential to their jobs in reviewing projects, operations and procedures in the Agency's automated world. He is enrolling several officers in the next ADEPT course and called to enquire about the Brandon course in particular. OCS's Training Staff Chief, [REDACTED] 5X1A9a was contacted and a meeting has been arranged between the two - [REDACTED] opined that perhaps he and his staff might be able to prepare a special training design in-house to meet the particular needs of Audit Staff personnel.

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[REDACTED]

Chief, Support School
Office of Training

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C/SUS/TR: [REDACTED] jmd/3356(17 Apr 70)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional) Support School Weekly Report
13 - 17 April 1970

FROM: C/SUS/TR 831, 1000 Glebe	EXTENSION 3356	NO.
		DATE 20 April 1970

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		

1.	EA/TR 807, 1000 Glebe				<p>You might want to include the following additional information:</p> <p>"Chief, Support School completed a 5-day course on <u>Supervisory Development</u> during period 12-17 April. The course, sponsored by the American Society for Training and Development, was presented at Airlie House in Warrenton, Va., by the Management Institute of the University of Wisconsin. C/SUS rates the course a very excellent one and he has brought back a number of techniques which can be used to good effect in our Supervision and Management courses.</p> <p>CFH</p>
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